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CORRESPONDENCE - GENERAL

Chapter IV

PREPARATION OF TOP SECRET CORRESPONDENCE

104. Policy. Top Secret information must be protected from the instant it is prepared. This rule applies to material in the draft stage as well as final copies. As soon as the defense classification Top Secret is assigned, all precautions and controls for safeguarding the material must be followed. Stenographic and clerical personnel have a singularly important responsibility in this respect since they initiate the make-up of Top Secret documents. Without exception, they should always be sure that all Top Secret documents received by their office or transferred from their custody are always logged by the Area Top Secret Control Officer, who is available to help and advise on any Top Secret matter.
105. Format. The format for Top Secret correspondence is generally the same as that prescribed in preceding chapters except as hereinafter described.
106. Top Secret Control Identification Markings. Each copy of every page of Top Secret correspondence shall be identified by the following:
- a. Top Secret Control Number - Obtain a Top Secret control number from your Area Top Secret Control Officer. Type "CIA Control No. \_\_\_\_" in the lower right corner, about an inch and a half from the bottom of the page.
  - b. Stage of Preparation - Enter the stage of preparation immediately below the control number (which will remain the same through all stages). These stages are:
    - (1) Draft - Indicate whether "1st Draft," "2d Draft," etc.
    - (2) Final - The first run of a document in final form is indicated as "Final-A." Successive runs without change are identified as "Final-B," "Final-C," etc.
    - (3) Revision - Changes in the content of a basic document are shown as "1st Revision," "2d Revision," etc.
  - c. Copy Number - Enter "Copy No. \_\_\_\_ of \_\_\_\_" immediately below the stage of preparation.

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Identification markings a, b, and c above thus will appear as a group in the lower right corner of every page of each copy. A typical grouping would appear as:

CIA Control No. 023456  
Final-A  
Copy No. 5 of 6

107. Page Numbering. Enter "Page No. \_\_\_ of \_\_\_" at the bottom of each page, centered about  $\frac{1}{2}$ " to  $\frac{3}{4}$ " from the lower edge, allowing sufficient room below for the Defense Classification (and control statement, if used).

108. Enclosures

a. Listing Enclosures

- (1) Enclosures which are unclassified or classified through Secret are listed as shown in Paragraph 21.
- (2) Top Secret enclosures are listed in the following manner:

Enclosures:

1. CIA TS Control No. 123456, 1st Revision,  
Copy No. 2
2. CIA TS Control No. 09874, Final-A,  
Copy No. 6

b. Identifying Enclosures - Each enclosure to a Top Secret document will be identified on each page in the lower right corner as follows:

"Enclosure No. \_\_\_ to CIA TS Control No. \_\_\_"

Every page of each enclosure will be paginated as "Page No. \_\_\_ of \_\_\_" at the bottom in the center about  $\frac{1}{2}$ " to  $\frac{3}{4}$ " from the lower edge.

If the enclosure is a Top Secret document, enter "Enclosure No. \_\_\_ to CIA TS Control No. \_\_\_" above the TS control identification markings already appearing in the lower right corner of each page.

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109. Distribution. The distribution of the original and copies of Top Secret correspondence is shown on all copies retained in the Agency. To indicate this distribution, type the word "Distribution" flush with the left margin, two lines below the last line of the memorandum or letter (i.e., either the signature, title, or enclosures listing). Immediately below the word "Distribution" list the recipients of the original and each copy of the correspondence. For example:

Distribution:

Copy No. 1 and 2 - Addressee  
3 - C/YY  
4 - C/ZZ  
5 - C/XX  
6 - RI

110. Top Secret Control. After Top Secret correspondence has been prepared, all controls for Top Secret material must be initiated. Consult your Area Top Secret Control Officer for the proper procedure to be followed.

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Chapter V

CORRESPONDENCE PREPARED FOR THE SIGNATURE OF THE  
DIRECTOR OR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Correspondence prepared for the signature of the Director or Deputy Director of Central Intelligence generally conforms to the format standards set forth in preceding chapters except as hereinafter described.

111. Stationery and Number of Copies

- a. Letters or memorandums (see Exhibit 1 to determine which is appropriate) addressed to the President, Executive Office of the President, Members of Congress, or officials of other Government agencies:

Original (DCI or DDCI letterhead bond).  
Courtesy Copy (~~tissue letterhead~~). *is discontinued.*  
Copy for "Through" addressees, if any (tissue letterhead).  
Executive Registry Copy (plain white) ~~or yellow tissue,~~  
~~depending upon whether the yellow Official File Copy is to be retained at another level.~~  
Signer's copy (plain white tissue),  
Copy for return to originator (plain white tissue).  
Information and other copies as may be desired by originator.

- b. Letters addressed to private individuals and organizations other than listed in paragraph a. above:

Same as above, ~~except that no courtesy copy is prepared.~~

- c. Memorandums forwarded to DCI or DDCI for approval thereon:

Original, which normally is returned to the originator upon approval or disapproval (plain bond).  
Official File Copy for Executive Registry (plain ~~yellow~~ <sup>white</sup> tissue).  
Copy for approving official (plain white tissue).  
Information and other copies as may be desired by originator.

NOTE: Signatures of the originator and concurring officials should be shown on the original memorandum, and the identification of these officials included on all file copies.

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112. "In Reply Refer To." Although the use of this line is optional for correspondence signed by other officials of CIA, it is never used in correspondence for the signature of the Director or the Deputy Director of Central Intelligence.

113. Date. The date is always omitted at the time of typing.

114. Complimentary Close. The complimentary close is "Sincerely" except for correspondence addressed to the President or Vice President. "Respectfully yours" is then used.

115. Disposition of Basic Correspondence. If the correspondence for the signature of the DCI or DDCI is in the nature of a reply, indicate under "Distribution" the disposition of the basic correspondence. For example:

Distribution:

- Orig. and 1 - Addressee
- 1 - C/AAA w/cy of basic
- 2 - C/BBB
- 1 - Exec. Reg. w/basic
- 1 - DCI

116. Originator's and Concurring Officials' Signatures on DCI or DDCI Copy. In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signature, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring official. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY," and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.

117. Brief for the Director or Deputy Director of Central Intelligence. Correspondence for the signature of the DCI or DDCI shall be accompanied by a brief of one or two paragraphs. Briefs are prepared on plain bond and tissue stock. Copies should be kept to a minimum. A brief should not be dated at the time of typing unless there is assurance that it will be signed on the same day it is prepared. Exhibit 7 illustrates the format of a correspondence brief.

118. Assembling and Forwarding. All correspondence will be complete with proper routing slips, envelopes, addresses, room numbers, receipts,

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and if necessary, postage slips. The assembly is forwarded with all copies and basic material to the Executive Registry, Administration Building.

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